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2 April 1954

PLAN OF ACTION FOR THE CIA CAREER SERVICE BOARD

At its 25th meeting on 1 April, the CIA Career Service Board adopted the following plan of action:

1. Between now and the first of July, the CIA Career Service Board will develop, for the approval of the Director, policy and procedures with respect to:

- (1) Promotion
- (2) Internal rotation of junior personnel
- (3) The Selection Board and the implementation of the career service
- (4) Advance planning for overseas returnees
- (5) Duties of Component Career Service Boards

2. The necessary Agency-wide procedures to implement these policies will be made effective on 1 July or sooner.

3. The CIA Career Service Board will meet with all senior supervisors in headquarters (Branch Chiefs and above) on Tuesday, 15 June 1954 from 7:00 to 10:00 P.M., in the Auditorium of the Department of Agriculture for the purpose of informing them of the Agency's Career Program and of their responsibilities for its effectiveness.

4. In order to prepare the above policy matters for the decision of the Board and of the Director, short-duration, hard-hitting Task Forces have been set up under the guidance of the Board to resolve the problems involved.

5. The Board will consider recommending to the Director, that upon completion of this Task, the Board be reorganized under the chairmanship of the Deputy Director of Central Intelligence, to consist of the Deputy Director (Intelligence) Deputy Director (Administration), Deputy Director (Plans), Director of Training, Assistant Director (Communications), Assistant Director (Personnel), and the Inspector General. The Board would meet at the call of the Chairman when he or any of the other members believe that an Agency-wide personnel policy problem requires resolution. The office board mechanism for providing advice and recommendations to the heads of Offices and of principal operating components would remain essentially as it is at present.

6. There are attached time schedules, statements of mission and lists of members for the Task Forces.

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SCHEDULE OF THE MEETINGS
OF THE CIA CAREER SERVICE BOARD
FOR APRIL, MAY AND JUNE

Date of Meeting

Principal Items of Agenda

(Thursdays - 4:00 p.m.)

1 April	Discussion of the proposed plan of action
8 April	Report and recommendations of Insurance Task Force, "Insurance I" (with respect to mortality)
15 April	a. Discussion of the recommendations of the Task Force on Promotion and approval of Agency promotion policies, procedures and controls b. Selection of candidates for the National War College
22 April	Discussion of report of the Task Force on Career Development of Junior Personnel; approval of assignment of responsibility, mechanism and control
29 April	Discussion of report of Task Force on Career Service; approval of phasing and implementation of the CIA Selection Board
6 May	Discussion of report of Task Force on Overseas Rotation Planning; approval of mechanism to insure advance planning prior to arrival of returnees in headquarters.
13 May	In reserve
20 May	Discussion of report of Task Force on Responsibilities of Component Career Service Board; approval of duties and responsibilities and procedures of office boards.
27 May	In reserve
3 June	Approval of text of information brochure, "What the CIA Career Service Means to You"

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Date of Meeting

Principal Items of Agenda

(Thursdays - 4:00 p.m.)

10 June

Report of Insurance Task Force, "Insurance II" (with respect to health and hospitalization)

(Tuesday - 9:00-10:00 p.m.)

15 June

Presentation of the Career Program of CIA to all supervisors of the level of Branch Chief and above; in anticipation of the beginning of a new fiscal year when a number of new procedures will become effective

The agenda for meetings are geared to the estimated completion of work of the task forces and so planned as to permit the preparation and coordination of regulations resulting from policy decisions of the Board prior to the 15th of June.